## Master Table  Maintenance Actions

The  Master Tables  are  an important part of MFASIS.  They  contain centralized information used by the system during processing and reporting.  Master tables contain such things as agency codes and associated names and system controls.

## Definition

There are two types of master tables as explained below:

- User-maintained reference tables. These are updated by the system's users. Procedures for updating these tables are called master table maintenance actions.

- System-maintained application tables. These are updated automatically by MFASIS as a result of transactions processing. Users can not directly update these tables.

There is no error file and no special error correction cycle for master table maintenance actions. If a user realizes that an incorrect entry was made to a master table, the "correction" must be submitted to data entry as a new maintenance action.

## Master Table Structure

The figure below illustrates how a master table is structured in the computer. Information is stored in lines, and all information on one line is related. Information within a line is divided into fields. Special fields, called key fields, identify a line and distinguish lines from each other. A table can have more than one key field, but all the key field values for a line are combined to get a unique identification for that line. This means that two lines in a table can not have identical values in all their key fields. For example, a vendor is uniquely identified in Vendor (VNED) by its vendor code. In the example below, a line is uniquely identified by the fiscal year and object fields.  Key fields are designated by equal signs (=), either below or to the right of the field name.

## Master Table

Users code additions, deletions, and changes to the user-maintained reference tables on master table maintenance screens.

## Screens

Each line contains special values called keys which are used to identify an individual line in a table. Each line in a table must have a unique combination of keys. There are usually several key fields for each table and the system cannot process a line if one of the key values is missing.

## Sample MTI Table

```
ACTION: R SCREEN: OBJT USERID: ACAM            06/04/98  03:46:03 PM


                   O B J E C T   I N D E X


                                                       P/S 1099
   FY OBJECT NAME                      CLASS CAT TYPE GROUP IND TYPE FASB
   == ====== ------------------------- ----- --- ---- ----- --- ---- ----
01- 98 3110   PERMANENT REGULAR          31    1              Y
02- 98 3111   PERM JOB SHR PRORATE BEN   31    1              Y
03- 98 3120   PERM PART TIME FULL BEN    31    1              Y
04- 98 3122   PERM PART TIME PRORA BEN   31    1              Y
05- 98 3130   PERMANENT TEMPORARY        31    1              Y
06- 98 3140   PERMANENT EMERGENCY        31    1              Y
07- 98 3170   PERM SCHL FOR DEAF TEACH   31    1              Y
08- 98 3180   PERM VACATION PAY          31    1              Y
09- 98 3181   PERM HOLIDAY PAY           31    1              Y
10- 98 3182   PERM SICK PAY              31    1              Y
11- 98 3183   PERM TRAINING PAY          31    1              Y
12- 98 3184   PERM OTHER LEAVE           31    1              Y
13- 98 3190   FOREST FIRE CONTROL REIM   31    1              Y
14- 98 3210   LIMITED PERIOD REGULAR     32    1              Y
```

## MFASIS Security and Approval System

MFASIS includes multiple security features to allow the State to achieve the necessary level of restrictions.

## Security

All security restrictions are implemented through the User ID.  To request an MFASIS User ID or to request changes to your existing security profile, use the *MFASIS Accounting System Agency Security Questionnaire* shown below. The User ID will define the following types of restrictions:

- What a user can do online. For example:

    Scan the Document Suspense File
    Enter data
    Correct data
    Delete data
    Approve documents/batches
    Schedule documents/batches
    Hold documents/batches.

- The approvals the user can apply.

In addition, security groups are assigned to each User ID. The security groups define the transactions that are valid for those users. For example, all budget transactions may be one group, RQs, POs, and PVs another group, etc. A user who is permitted to enter,

correct, scan, approve, or schedule both budget and expenditure transactions would have access to two security groups.

The User ID consists of eight characters. The last four characters of the User ID will be displayed only on the sign-on screen.

The Security table entry for your User ID determines which agency codes you can enter on the transaction screens. Some users will be restricted to a single agency code. Others may be authorized to use more than one agency code, and still others may be allowed to use any valid agency. Some users will also be restricted by organization code within agency.

## Introduction to the Approval System

The approvals feature permits installations to require authorized individuals to approve a document before it will be accepted by the system. The capability exists to establish a five-step set of approval requirements for each transaction type, if required. On the other hand, simple one-step approval requirements may also be established.

When a document contains no other errors, error messages explaining which approvals are required will appear on the screen.

You can find out which approval levels are required for a document at other times by typing *A?* in the function field at the top of the input form. The system will respond with a message telling you which approval levels are required.

A user approves a document from Document Suspense (SUSF) by typing *A+* in the function field, and typing *X* in the selection column next to the document identifier to be approved. If two approvals are required for a document, then two Y's must appear in the approvals field before the document will be accepted. The User ID controls whether an individual is authorized to approve documents (including which documents, for which agencies and organizations, and for which amount levels).

Approvals can also be applied at the batch level. That is, if all documents within a batch have the same approval requirements, they can all be approved on Document Suspense (SUSF). This is done by typing *A+* in the function field and typing *X* in the selection column next to the batch header to be approved.

## Document Approvals

The table below displays the approval levels that are required for each MFASIS document type before they will be accepted by the system. The series of **Y**'s and **N**'s refers to the five levels of approval. Reading from left to right, level 1 is first, level 2 is second and so forth. Then, for example, a **Y** in the fourth position denotes that level 4 is required. An **N** in the fourth position would denote that level 4 is not required.

| Document Type | Approvals Required |
|---|---|
| AL | YYYNY |
| AP | YYYNY |
| CR | YYYNY |
| CX | YYNNY |
| FA | YYNNN |

| | |
|---|---|
| FB | YYNNN |
| FC | YYNNN |
| FD | YYNNN |
| FM | YYNNN |
| FS | YYNNN |
| FT | YYNNN |
| FX | YYNNN |
| JV | YYNNY |
| NF | YYNNN |
| PJ | YYNNN |
| PO | YYNNN |
| PV (< or = $250.00) | YYNYN |
| PV (> $250.00) | YYNNY |
| PX | YYNNN |
| RE | YYNNN |
| RM | YYNNN |
| RQ | YYNNN |
| TA | YYYNY |
| WO | YYYYY |

# MFASIS ACCOUNTING SYSTEM

## MFASIS ACCOUNTING SYSTEM
## AGENCY SECURITY QUESTIONNAIRE

AGENCY: _____ AGENCY CODE: _____

| (1) | (2) | (3) | (4) | (5) |
|-----|-----|-----|-----|-----|
| USER NAME | USER GROUP | AGENCY SECURITY (Y/N) | AGENCY/APPROPRIATION ORGANIZATION (PROGRAM) SECURITY (Y/N) | APPROPRIATION ORGANIZATION (PROGRAM) (This column must be completed if column 4 is "Y" |

(6) CERTIFICATION AND AUTHORIZATIONS

I have reviewed this application for **MFASIS Accounting System Security** access and certify that the above named user is authorized to receive the requested access for the necessary completion of the responsibilities of his or her position.

User Signature: _____ Date: ___/___/___

Supervisor's Signature: _____ Date: ___/___/___

Agency Security Coordinator: _____ Date: ___/___/___

Bureau of Accounts & Control: _____ Date: ___/___/___

(7)  COMMENTS: